

4 USF System   USF   USFSP   USFSM

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7 **Number:** USF3.018  
8 **Title:** Admission to Baccalaureate Programs of University of  
9 South Florida System **Institutions**  
10 **Responsible Office:** Academic Affairs

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14 (1) This Regulation provides general admission guidance ~~for the to the~~ the  
15 University of South Florida System (USF System) ~~institutions. To the extent each individual campus~~  
16 ~~and institution within the USF System has developed specific protocols which include appropriate~~  
17 ~~title, office and internal procedural references and criteria which may be found within the on-line~~  
18 ~~publications for that campus or institution, those more specific protocols must be applied. For~~  
19 ~~reference as of the most current date of the this technically amended initial adoption of this Regulation,~~  
20 ~~admission information and criteria for individual campus or institution within the USF System may~~  
21 ~~be accessed as follows to the USF System may be accessed at:~~

- 22  
23
  - USF Tampa System: <http://ugs.usf.edu/catalog/>
  - ~~USF St. Petersburg: <http://usfsp.edu/catalog/>~~
  - USF Sarasota Manatee: <http://sar.usfsm.edu/catalog/>

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27 In the event those protocols refer back to this Regulation, this Regulation shall be applied to the  
28 individual applicant and ~~campus or institution this the USF System. incorporating the appropriate~~  
29 ~~criteria, names, offices and titles unique to that campus or institution the USF System.~~

30 Admission of students to baccalaureate programs of study within the University of South Florida  
31 System is within the jurisdiction of ~~each campus or institution this the USF System~~ and shall be in  
32 accordance with the USF System's mission and goals, the regulations of the Florida Board of  
33 Governors (BOG) and the State of Florida Legislative Statutes. The policy for admission to graduate  
34 programs of study is provided in USF System Regulation 3.008. The USF System encourages  
35 applications for admission from all qualified applicants and does not discriminate based on race, color,  
36 marital status, sex, religion, national origin, disability, age, sexual orientation, veteran status, genetic  
37 information, and gender identity and expression, or as otherwise prohibited by state or federal law, in  
38 the admission process or in access to programs or activities of the USF System.

40 (2) Admission of new undergraduate students to the USF System is selective within the  
41 curricular, space and fiscal limitations of ~~the USF System.~~~~institutions~~. The selection process includes  
42 the review of credentials such as grades and grade trends, test scores, pattern and rigor of courses  
43 completed, class rank, educational objectives, past conduct, school recommendations, personal  
44 recommendations and personal records. Eligibility for admission does not guarantee admission to the  
45 requested degree program. Preference for admission is given to those applicants whose credentials  
46 indicate the greatest potential for academic success.

47 ~~Individual~~~~The USF System's~~ ~~Institutions'~~ Strategic Enrollment Plans influence admission priorities  
48 and goals for the upcoming three years including the numbers of new students by admission category,  
49 academic quality indices and diversity for freshman, transfer, master's, doctoral and professional  
50 students. Annually, the previous years' goals, targets and enrollment are reviewed and revisions are  
51 made as needed. ~~Each campus or institution~~~~This System~~ ~~This System~~ has access to the research  
52 conducted by the USF System with regard to enrollment planning & management in collaboration  
53 with the Office of Decision Support to identify the pre-collegiate or collegiate factors that predict  
54 success of new students in undergraduate programs. For entering freshmen, Academic Success  
55 Factors (ASF) include, but are not limited to, additional coursework beyond the minimum state  
56 requirements in Math, Science and/or Foreign Language; Advanced Placement, International  
57 Baccalaureate, AICE and/or dual enrollment coursework; and a postsecondary GPA of 3.0 or higher.  
58 These ASFs are reviewed biannually and are subject to change based on continuing research. For  
59 transfer students, ~~each campus or institution~~~~the USF System~~ may apply the Completion Rate (ratio of  
60 completed hours to attempted hours) at institutions previously attended as one of the strongest  
61 predictors of academic success and graduation.

### 62 (3) APPLICATION AND ADMISSION PROCESSES

#### 63 (a) Application Process

64 1. An application for admission is available on-line and must be submitted to the ~~appropriate~~  
65 USF System ~~campus or institution~~ by a:

- 66 • First time applicant for admission to a baccalaureate degree program;
- 67 • Former USF student who has not been enrolled in ~~the~~ USF System, ~~institution~~ during the  
68 twelve (12) months or three consecutive terms prior to the new term of admission;
- 69 • Student who has been academically dismissed from the ~~institution~~ USF System; or
- 70 • Continuing or former USF System student applying for a second degree or another level of  
71 study, i.e. graduate degree program, if required by ~~an institution within~~ the USF System.

72  
73 2. Applications for admission and non-refundable application fees must be submitted by the  
74 published application deadline for the requested term of entry or the degree program, whichever is  
75 earlier. ~~The USF System~~ ~~institutions~~ begins admitting students 12 months prior to the requested date  
76 of entry. If the application, fee, or application materials are received after the published application  
77 deadline or after the enrollment limits or program limits are achieved for the requested term of entry,

78 the USF System ~~institution~~ reserves the right to process the application for the next available  
79 semester.

80 3. International applicants must submit the application and all admission credentials so that all  
81 materials are received by the application deadline for the requested term of entry.

82 4. Official transcripts, official test scores and other required credentials must be received directly  
83 from the issuing institution or agency. The applicant is responsible for requesting all required  
84 credentials and ensuring that they are received by the appropriate Office of Undergraduate  
85 Admissions. All documents and credentials submitted are the property of the ~~respective~~-USF System  
86 ~~institution~~. Originals or copies of the originals will not be returned to applicant nor forwarded to  
87 any third parties.

88 5. The ~~institution-USF System~~ reserves the right to request the testing agency to validate any  
89 applicant's admission materials including transcripts and test scores such as SAT, ACT, TOEFL,  
90 PTE-A, IELTS, IELA or FCE used in the admission process if, in the judgment of University  
91 officials, there is reason to warrant this validation.

92 6. An application for admission, residency declaration, or supporting documentation submitted  
93 by or on behalf of a student containing false, fraudulent, or incomplete information may result in the  
94 denial of admission, or future semester registration and/or rescission of admission, credit or degrees  
95 awarded by the USF System ~~institutions~~. Applicants may request admission for a different entry term  
96 that begins within 12 months of the original date of application without submitting a new application  
97 or paying another application fee. Any request for changes of the entry term ~~or change to another~~  
98 ~~campus or institution~~ in the USF System must be submitted in writing, and must provide the names  
99 of any college(s) attended and/or college work attempted that is not reflected on the original  
100 application. Also, official copies of transcripts must be received by the application deadline for the  
101 new term of entry or the degree program, whichever is earlier. If the new term of entry begins more  
102 than 12 months after the original application, a new application and fee must be submitted.

### 103 (b) Admission Process

104 1. Admission is granted for an entry term and program as designated in the Official Acceptance  
105 Notice from the ~~appropriate-USF System~~~~institution~~. Students must enroll for the term to which they  
106 are admitted to validate their admission, non-enrollment results in the admissions offer being canceled.

107 2. Students who do not enroll for the admitted term may request a Deferment of Admission for  
108 a new entry term that starts within 12 months of the originally requested term. Applicants who request  
109 new entry dates must meet the admissions requirements and selection criteria in effect for the new term  
110 requested. Entry into selected degree programs may not be available for every term.

111 3. An applicant receiving a provisional admission as a degree-seeking student must submit any  
112 missing admission credentials, such as official transcripts or test scores required to substantiate  
113 eligibility for admission before the beginning of the second term of enrollment.

114 **(4) ADMISSION CRITERIA**

115 **(a) General Admission Requirements.**

116 1. The minimum admissions requirements for the USF System ~~institutions~~ are provided in the  
117 USF System Undergraduate Catalogs and available on the ~~respective USF System~~ official website,<sup>s</sup>  
118 (Freshmen and Transfer Students) and the BOG websites (6.002 Freshmen, 6.004 Transfer Students).  
119 Prior to registration, each student accepted for admission must submit a signed medical history form,  
120 including documentation of appropriate immunizations as required by USF Policy 33-002.  
121 Satisfaction of these requirements does not guarantee admission to the USF System ~~institution~~.  
122 Preference for admission is given to those applicants whose credentials indicate the greatest promise  
123 of academic success and graduation.

124 2. All applicants are considered for admission using the same criteria and are expected to meet  
125 the minimum admission requirements in effect for the term of entry. No pre-admission consideration  
126 is given to an applicant with a disability. (See USF System Policy 0-108, Disability and  
127 Accommodations.)

128 3. Information that must be submitted for any applicant to be considered for admission to the  
129 USF System ~~institution~~ includes a completed application for admission that is available on-line, a non-  
130 refundable application fee payable in U.S. dollars and, if English is not the primary or native language,  
131 scores on the Test of English as a Foreign Language (TOEFL), the International English Language  
132 Testing System (IELTS), the Pearson Test for English - Academic (PTE-A), INTO English Language  
133 Assessment (IELA) or First Cambridge English (FCE), absent an applicable waiver.

134 4. New undergraduates—both freshmen and transfers—must complete the appropriate  
135 Orientation/Advising/Registration program before the first day of classes of their term of entry.

136 5. The TOEFL, IELTS, PTE-A, IELA or FCE requirement shall be waived if the applicant is  
137 from a country where English is recognized as the official language, has an Associate in Arts (AA)  
138 degree/certificate from an accredited college or university in the United States, the applicant has spent  
139 four consecutive years immediately prior to the entry date in a school where all courses are taught in  
140 English, the applicant meets the Board of Governors' minimum SAT Evidenced-Based Reading and  
141 Writing or ACT scores in Reading, or the student successfully completes 3 semester credit hours or  
142 4.5 quarter hours of English composition I or its equivalent.

143 6. Performance in a USF System's ~~institution's~~ coursework, attempted as a non-degree seeking  
144 student, will not qualify an applicant for admission to ~~a the~~ USF System's ~~institution's~~ undergraduate  
145 degree program except if completed as part of the approved Pathways programs offered through  
146 INTO USF or other approved program.

147 **(b) Entering Freshmen Requirements**

148 The admission of entering freshmen is governed by Florida Statutes and Florida Board of Governors  
149 Regulations.

150 1. A diploma from a public or regionally accredited high school or the state-approved General  
151 Education Development (GED) diploma is required for freshman admission. Early Admission  
152 Program students are exempted from this requirement.

153 2. Freshman applicants who have earned a high school diploma must have academic units,  
154 college-preparatory, yearlong courses or equivalents normally offered in grades nine through twelve  
155 that are required for admission to the USF System ~~institutions~~ as follows:

- 156 • Four (4) units of English—three must have substantial writing requirements;
- 157 • Four (4) units of mathematics including one unit beyond algebra II;
- 158 • Three (3) units of natural science—two must have substantial laboratory requirements;
- 159 • Three (3) units of social science—history, civics, political science, economics, sociology,  
160 psychology and geography;
- 161 • Two (2) units of one foreign language; and
- 162 • Two (2) academic electives from among these five academic areas and other courses  
163 approved by the Florida Department of Education.

164  
165 3. The USF System ~~institutions~~ recalculates high school grade point average for admission that  
166 enhances credits for accelerated coursework with a grade of C or higher by adding one quality point  
167 for grades earned in Advanced Placement courses, International Baccalaureate courses, AICE  
168 (Advanced International Certificate of Education) and dual enrollment courses; and one-half quality  
169 point for any grade earned in certain courses designated as honors or advanced by school districts or  
170 independent schools.

171 4. Official admission test scores from the College Board SAT administered by the Educational  
172 Testing Services or scores from the ACT exam must be submitted. When scores are provided from  
173 multiple administrations of an admission test, the combination of the highest individual subtest  
174 scores are used to determine eligibility for admission.

175 5. As a minimum, each freshman applicant must meet one of the following:

176 a. At least a “B” average (3.0 on a 4.0 scale) as computed by the USF System in required high  
177 school academic units in English, mathematics, natural science, social science and foreign language;  
178 or

179 b. A combination of high school GPA and admission test scores equivalent to a 2.5 (on a 4.0  
180 scale) as computed by the USF System in the required high school academic units in English,  
181 mathematics, natural science, social science and foreign language, and scores on the College Board  
182 SAT of 24 on Reading, 25 on Writing and Language and 24 on Math or comparable sub-scores on  
183 the ACT of 19 on Reading, 17 on English and 19 on Mathematics as indicated by the Florida Board  
184 of Governors.

185 6. Applicants with a GED diploma must have an average score of 580 or higher (58 on the old  
186 GED exam) with a minimum score of 500 on each of the five tests (50 on the old GED exam), and



187 a total score of at least 1070 on the SAT (Critical Reading, Evidence-Based Reading and Writing, and  
188 Mathematics) or 21 on the ACT.

189 7. Any freshman applicant who does not graduate from a regionally accredited secondary school,  
190 including those applicants who are home schooled or those who have earned a GED, must provide  
191 official results from the SAT Subject examinations in mathematics (Level II-C), foreign language,  
192 science and social science. This requirement may be waived if the student provides an official  
193 secondary or postsecondary transcript or official AP or CLEP examination results demonstrating  
194 college readiness in each of the four core subject areas above. For the purposes of the admission  
195 decision, the USF System will use the SAT Evidence-Based Reading and Writing scores or ACT  
196 Reading and English sub-scores if the applicant has completed no senior-level or postsecondary  
197 coursework in English.

### 198 (c) **General Transfer Requirements**

199 The admission of transfer students is governed by Florida State Statutes and Florida Board of  
200 Governors Regulation 6.004, Admission of Undergraduate, Degree-Seeking Transfer Students.

201 1. Transfer applicants must be in good standing and eligible to reenroll at the last regionally  
202 accredited institution attended as a degree-seeking student.

203 2. All transfer applicants are required to meet satisfactory academic progress criteria as  
204 determined by the U.S. Department of Education. The USF System ~~institutions have~~ has specific  
205 transfer admission requirements which may include a completion of specific percentage of courses  
206 attempted. An excessive number of course withdrawals as well as failed and repeated courses could  
207 negatively affect admissibility as a transfer to the USF System.

208 3. Transfer applicants must submit official transcripts from all post-secondary colleges and  
209 schools attended.

210 4. Grade point averages for the purpose of admission will be computed based on grades earned  
211 in courses acceptable for transfer credit; incomplete grades will be computed as failures.

212 5. Transfer applicants must have completed two credits of one foreign language or American  
213 Sign Language in high school or the equivalent to eight to ten semester hours in the undergraduate  
214 institution(s) attended or demonstrate equivalent foreign language competence as described in BOG  
215 Regulation 6.004. Transfers are exempt from this admissions requirement if they received an  
216 Associate in Arts degree prior to September 1, 1989, or if prior to August 1, 1989, they enrolled in a  
217 program of study leading to an associate degree from a Florida public college or university and have  
218 maintained continuous enrollment until they are admitted to a university. Continuous enrollment will  
219 be established if the student enrolls in at least one term in each twelve-month period beginning with  
220 the student's first enrollment in a community college and continuing until the student enrolls in a  
221 university.

222

223 (d) **Lower Level Transfer Requirements**

224 1. Transfer applicants with less than 30 semester hours of transferable college credit (lower level)  
225 must meet all Freshman Admission requirements (see Sec. (4)(b)5.).

226 2. Applicants with 30 or more and 59 or less transferrable semester hours (Mid-Level Transfer  
227 Students) must have successfully completed (C or higher) at least one English Composition course  
228 and one college level mathematics course that consists of three (3) semester credit hours. Official high  
229 school transcripts are required to demonstrate completion of the foreign language admission  
230 requirement.

231 3. Lower level transfer students who do not meet the foreign language requirements must satisfy  
232 the foreign language requirement prior to admission to the upper division and may not exceed 5  
233 percent of the number of freshmen enrolled in the prior academic year.

234 (e) **Upper Level Transfer Requirements**

235 1. Admission as a junior to the upper division of the USF System will be granted-within  
236 curricular, space and fiscal limitations to an Associate in Arts degree graduate of a state- approved  
237 Florida public college or university or a transfer applicant from an SUS institution who has received  
238 the AA degree/certificate. The admission of AA degree transfers from Florida public colleges and  
239 universities is governed by the Florida Articulation Agreement ([BOG Resolution adopting Rule 6A-  
240 10.024](#)) Articulation Between and Among Universities, Community Colleges, and School Districts).

241 2. Undergraduate transfer students who have not earned the AA degree/certificate from a public  
242 community/junior college or state university in Florida or who have attended another college after  
243 receipt of the AA degree/certificate from a public community/junior college or state university in  
244 Florida must have an overall 2.0 grade point average on a 4.0 system in all college level courses  
245 attempted and acceptable to transfer.

246 3. Associate in Arts degree holders who are not exempt from the foreign language requirement and  
247 all other upper level transfer students admitted without meeting the foreign language admission  
248 requirement (see Sec. (4)(d)2.) must satisfy the foreign language requirement prior to graduation.

249 (f) **Early Admission Requirements**

250 1. ~~The~~ USF System ~~institutions~~ provides early admission programs for mature and academically  
251 talented high school students to enroll in university classes prior to high school graduation.  
252 Applicants are evaluated and must demonstrate strong potential for college level academic work  
253 based on the high school record and admission test scores in accordance with [Florida Statute  
254 1007.271](#).

255 2. Early Admission applicants must submit all information required by the ~~campus or~~  
256 ~~institution~~ [USF System](#) which may include specific reference to requirements for “Entering Freshman

257 applicants” or required forms and related documents or personal statements including “Supplemental  
258 Information for Early Admission.”

## 259 (5) ADMISSION TO LIMITED ACCESS DEGREE PROGRAMS

260 ~~The~~ USF System ~~institutions have has~~ established limited access undergraduate degree programs of  
261 study, which are approved by the Florida Board of Governors and the State of Florida Articulation  
262 Coordinating Committee.

263 (a) Upon admission to ~~The~~ USF System ~~institution~~, transfer students, especially those from  
264 Florida’s public colleges and universities, shall have equal opportunity to enroll in limited access  
265 baccalaureate programs.

266 (b) In addition to the minimum requirements for admission, applicants seeking entrance to limited  
267 access programs must meet additional requirements published and announced by each limited access  
268 program.

269 (c) Transfer applicants with 60 or more transferable semester hours who seek direct admission  
270 must meet the criteria of the requested limited access program including the overall GPA to be  
271 eligible for admission.

## 272 (6) EVALUATION OF TRANSFER CREDIT

273 The receipt and evaluation of transfer credits is the responsibility of each Office of Undergraduate  
274 Admissions, which will evaluate the acceptability of total transferable credits. The college of the  
275 student’s major will determine the transfer courses applicable toward the degree and assign equivalent  
276 courses to the transcript. In some cases, course equivalents may also be determined by specific  
277 colleges that offer the same or similar courses as part of their programs of study.

278 (a) Transfer credits are accepted only from those institutions that are accredited by one of the  
279 six regional accrediting agencies at the time the credits were earned. Credits earned at an institution  
280 when it is/was in candidacy status will be considered for transfer credit once the awarding institution  
281 receives full regional accreditation. If an applicant is applying from a non-regionally accredited  
282 school, courses approved for transfer by the Articulation Coordination Committee may be  
283 considered for transfer credit. However, the admission decision will be based on the student’s prior  
284 work, if any, at a regionally accredited institution. Students may submit a request in writing to the  
285 Dean of Undergraduate Studies or appropriate Administrator for courses from non-regionally  
286 accredited institutions to be accepted for transfer credit; submission of course syllabi and other  
287 information may be required.

288 (b) Courses that are remedial, occupational, or vocational in nature are not accepted as transfer  
289 credit to ~~the~~ USF System. ~~institutions~~ unless specifically determined by ~~the campus or institution~~ ~~the~~  
290 ~~System~~. In addition, ~~the~~ USF System ~~institutions~~ reserve the right to evaluate courses or deny transfer  
291 credit, if not applicable to the degree program.



292 (c) Associate in Arts (AA) degree holders from a Florida public accredited institution will be  
293 awarded 60 semester hours of credit and recognized as having completed the USF System's General  
294 Education Requirements. For AA degree holders awarded by an out-of-state or private in-state  
295 institution, the USF System's ~~institution's~~-designated office will conduct a course-by-course transfer  
296 credit evaluation.

297 (d) Articulated Associate in Science (AS) degree holders from a Florida public accredited  
298 institution will be awarded 60 semester hours of credit including credit for appropriate transferable  
299 General Education Courses they have completed. For AS degree holders awarded by an out-of-state  
300 or private in-state institution, the USF System's ~~institution's~~-designated office will conduct a course-  
301 by-course transfer credit evaluation.

302 (e) All courses from a Florida public college or university with the same State Common Course  
303 prefix and last three numbers as a USF System course are automatically transferred and the transfer  
304 student will not be required to repeat these courses unless a college minimum grade or age-of-record  
305 policy is involved. Excluded are graduate courses, studio courses in art, internships, practica and  
306 performing arts courses in dance, acting, vocal and instrumental music.

307 (f) Credit is not awarded based on GED test scores.

308 (g) Military service school courses will be evaluated with reference to the recommendations of  
309 the American Council of Education (ACE) when official credentials have been presented. However,  
310 such recommendations are not binding upon the USF System ~~institutions~~.

311 (h) For ROTC and military science courses the maximum credit may vary with each college. A  
312 student must confer with his/her college advisor to determine the credit for his/her major.

313 (i) The USF System ~~institutions~~ awards credit-by-examination based on the minimum  
314 guidelines as established by the Articulating Coordinating Committee (ACC) available on the  
315 FACTS.org website, pursuant to Florida Statute 1007.27(2), and approved by the State Board of  
316 Education and Board of Governors. Per USF System Policy 10-017 (Credit by Examination), the  
317 USF System will accept a maximum of 45 credit hours earned through any combination of the  
318 examinations provided by the Advanced Placement (AP), Advanced International Certificate of  
319 Education Program (AICE), International Baccalaureate (IB), College Level Examination Program  
320 (CLEP), DANTES/DSST, Excelsior College and CAPE exams.

321 (j) A maximum of 30 semester hours of extension, correspondence, and military service  
322 education credits may be counted for the purposes of meeting transfer admission criteria and applied  
323 toward a degree program.

324 (k) Grades earned in transferred courses are included in the student's grade point average for  
325 the purposes of admission to limited access programs, awarding of honors at graduation, and class  
326 ranking of baccalaureate students but transfer grades are not included in computing the student's  
327 grade point average.

328 (l) A degree-seeking student must obtain prior written approval from the college of the student's  
329 major for courses taken at another regionally-accredited institution to be applied to the student's  
330 degree program.

### 331 (7) INTERNATIONAL ADMISSION

332 (a) International undergraduate applicants who are not permanent U.S. residents (BOG  
333 Regulation 6.009) must submit applications for admission, application fees and all required supporting  
334 documents by the published deadlines. Applicants living outside of the United States are encouraged  
335 to submit required documentation no later than three (3) months prior to the date of desired entry to  
336 the USF System ~~institutions~~ or the deadline for the degree program, whichever is earlier.

337 (b) Supporting documentation includes the "Financial Support Requirements" form to show  
338 proof of availability of financial resources sufficient to cover all educational, maintenance, personal  
339 and travel expenses while attending the USF System ~~institutions~~ without financial assistance from the  
340 USF System; all transcripts identifying subjects and grades from the first year of secondary work to  
341 the time of application or graduation when applying as an entering freshman or a transfer with less  
342 than 60 hours of transferable postsecondary credit; appropriate diploma(s), certificate(s), degree(s),  
343 mark-sheet(s) and/or examination(s) passed, from the home country, as evidence of United States  
344 equivalent qualifications and academic preparation for the degree program requested; and "Transfer  
345 Clearance Form" signed by the International Student Advisor, if currently enrolled in a U.S.  
346 Institution. Each International applicant must submit a signed health history form, including proof  
347 of immunizations as required by USF Policy 33-002, and proof of adequate health insurance coverage  
348 as required by USF Regulation 6.0162.

349 (c) All transcripts must be in English. It is the applicant's responsibility to have the transcript(s)  
350 translated before submitting them as part of their admission credentials. All transcripts not in English  
351 must be accompanied by a certified English literal translation; foreign postsecondary transcripts must  
352 be evaluated by one of the credential evaluation services identified and published by the appropriate  
353 international admissions office. Documents signed by a notary or other public official with no  
354 educational affiliation will not be accepted.

355 (d) Applicants who do not meet the waiver requirements in Section (4)(a)5. above must provide,  
356 a minimum IELTS score of 6.5, a minimum PTE-A score of 53, a minimum Test of English as a  
357 Foreign Language (TOEFL) score of 79 (internet-based test), 213 (computer-based test) or 550  
358 (written test), a minimum IELA score of 176 (with minimum subscores of 169) or a minimum FCE  
359 score of 176 (with minimum subscores of 169). Official Scores must be taken within 2 years of the  
360 desired term of entry and must be submitted directly to USF from the testing agency. Applicants  
361 whose highest English proficiency test score is at or above the minimum established by the BOG, but  
362 below the USF System minimum established herein, may be considered for admission based on a  
363 profile assessment.

364

365 **(8) READMISSION OF FORMER STUDENTS (FSRs)**

366 (a) A degree-seeking undergraduate who has not enrolled in ~~a the~~ USF System ~~institution~~ during  
367 the last 12 months must complete a new Application for Admission to this System~~the institution~~ by  
368 the deadline for the term of requested reentry.

369 (b) Undergraduate students returning to seek a baccalaureate degree must:

370 1. Be in good academic standing and eligible to return to the USF System ~~institution~~ as well as  
371 the last institution attended as a degree-seeking student. For all college-level academic courses  
372 attempted at any institution since last enrolling in the USF System ~~institution~~, the applicant's transfer  
373 GPA must meet or exceed the GPA required of new transfer students at the time of readmission.

374 2. Former students who have attended one or more institutions since their last enrollment must  
375 request official transcripts of all work attempted at the other institution(s) be sent to the appropriate  
376 Office of Undergraduate Admissions. Acceptability of transfer credits toward completion of degree  
377 programs will be determined by the college of the student's major.

378 3. The Academic Regulations Committees (ARC) have the Power to Approve (PTA) petitions  
379 for undergraduate or non-degree seeking students that fail to maintain a 2.0 GPA and are Academically  
380 Dismissed (AD) from ~~a the~~ USF System ~~institution~~. (Refer to the Academic Probation and Academic  
381 Dismissal Policies in the Undergraduate Catalog.) Academic Regulations Committees also may  
382 approve the readmission of students who qualify for Academic Renewal to have portions of their  
383 academic record not counted in the determination of the GPA for graduation purposes. (Refer to the  
384 Academic Renewal Policy in the Undergraduate Catalog.)

385 **(9) ALTERNATIVE ADMISSIONS (PROFILE ASSESSMENT)**

386 Undergraduate applicants—freshmen and transfers—who do not meet the applicable  
387 ~~institutional the USF System~~ admissions requirements may be admitted through an alternative  
388 admissions process based on a profile assessment conducted by the Faculty Committee on Alternative  
389 Admissions (referred to as the “Profile Assessment Committee”) established by the ~~University USF~~  
390 System when there is sufficient evidence, in the judgment of the Profile Assessment Committee, that  
391 the applicant can be expected to be succeed at the University. In addition to reviewing the applicant's  
392 GPA and test scores, the Profile Assessment Committee may take into consideration factors such as:  
393 improvement in high school record, family educational background, socioeconomic status, graduation  
394 from an underperforming high school, graduation from and International Baccalaureate program,  
395 geographic location, military service, special talents or abilities, and other special circumstances that the  
396 Profile Assessment Committee determines, in its discretion, will contribute to a representative and  
397 diverse student population. .

398 The Board of Trustees or USF System President (as delegated), shall establish the total number  
399 of first-time-in-college students admissible annually through the alternative admission process. The  
400 rates of retention, academic success and graduation rates of students admitted to the USF System

401 ~~institutions~~ through an alternative admissions process must be regularly reviewed by the University  
402 this System and presented to the Board of Trustees, at least once annually, to ensure that such rates  
403 remain near or above the institution's average. ~~Each campus or institution~~ The USF System is  
404 responsible for preparing and presenting all required reports regarding students admitted under this  
405 section.

## 406 (10) DENIAL OF ADMISSION

407 Any applicant—freshmen and transfers—who is denied admission to ~~a-the~~ USF System  
408 ~~institution~~ may submit a written Letter of Appeal within 30 days of notification for reconsideration of  
409 the admissions decision using the appropriate ~~campus or institution~~ process. The Letter of Appeal  
410 must provide reasons/evidence why the appeal is warranted based on extenuating circumstances  
411 and/or appropriate alternative evidence of academic achievement, ability, motivation, and  
412 responsibility that indicates potential for success. The appeal will be considered by the Faculty  
413 Committee on Student Admission designated by the University ((referred to as the “Appeal  
414 Committee”). The Appeal Committee will determine if the additional information can support  
415 admission.

416 (a) Non-degree Undergraduate applicants—freshmen or transfers—who are denied admission  
417 as a degree-seeking student may not enroll as a non-degree seeking student.

418 (b) Applicants denied admission to ~~a-the~~ USF System ~~institution~~ who have a disability as defined  
419 by Board of Governors Regulation 6.018 and Section 1007.02, Florida Statutes may request a  
420 reasonable substitution of any requirement for admission in the Letter of Appeal as provided by the  
421 protocols of the USF System ~~institution~~. The applicant may be required to provide documentation as  
422 detailed in Board of Governors Regulation 6.018 or Section 1007.264 Florida Statutes that the failure  
423 to meet the admission requirements is related to the disability, and the USF System may request other  
424 pertinent documents as needed to determine eligibility for substitution under this subsection. The  
425 Appeal Committee will render a final University decision on that Letter of Appeal.

426 (c) In response to a Letter of Appeal, ~~a-the~~ USF System ~~institution~~ may provide reasonable  
427 substitution for any course or high school unit requirement for any person who has a documented  
428 disability. Documentation must be provided that the failure to meet the admission requirement is  
429 related to the disability, and the ~~institution~~ USF System may request pertinent documents as needed  
430 to determine eligibility for substitution under this subsection.

431 (d) The USF System ~~institution~~ may refuse to consider an applicant for admission if the  
432 applicant's criminal or academic/behavioral history shows previous misconduct that is deemed not to  
433 be in the best interest of the University community. The Vice President for Student Affairs or other  
434 appropriate ~~institutional~~ USF System officer or designee will review all applications in which prior  
435 legal or behavioral conduct issues are noted. When necessary, this officer will contact appropriate  
436 parties having knowledge of the applicant and/or the misconduct and make a decision as to whether  
437 admission of the applicant will be in the best interest of the USF System following USF Policy 30-  
438 018. Any applicant (1) not cleared for admission consideration may submit a written appeal to the

439 designated office within ten (10) days after the notification of the prior conduct review status as  
440 designated in USF Policy 30-018 or (2) cleared with restriction may appeal the restrictions or the  
441 decision of the Office of Admissions to the Appeal Committee as set forth in this Regulation.

442 (e) A non-degree seeking student dismissed from ~~a the~~ USF System ~~institution~~ for violations of  
443 academic integrity or the USF System's Student Code of Conduct is not eligible for admission as a  
444 degree-seeking student to ~~any the~~ USF System ~~institution~~ unless the student requests a review by the  
445 Appeal Committee. Factors the Admissions committee may consider are (1) whether subsequent to  
446 the dismissal the applicant has earned a degree from a regionally accredited institution (2) whether  
447 extenuating circumstances contributed to the dismissal and the student meets current admissions  
448 requirements.

#### 449 (11) RECORD RETENTION

450 Applications and documents submitted to ~~a the~~ USF System ~~institution~~ by applicants who apply  
451 and are denied, who are admitted but do not enroll, or whose application is incomplete, will be retained  
452 as inactive files. However, all college transcripts must be resubmitted with any future reapplication to  
453 ~~a the~~ USF System ~~institution~~.

454

455 *Authority: Art. IX, Sec 7, Fla. Constitution, Fla. Board of Governors Regulations 1.001, 6.001, 6.002, 6.004,*  
456 *6.009. Sec. 1007.02, 1007.264, F.S.*

457 *History—New (BOT approval) 3-26-91, Amended 1-7-93, 6-19-02, Formerly 6C4-3.018, F.A.C, Amended 2-*  
458 *21-11, 9-7-12 (technical), 5-3-17 (technical), 4-19-18 (technical), 5-17-18 (technical), 12-17-18 (technical).*

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